



Diary No: 3502
Date: 15-11-19
P&D NO: PS/PSCM(CMO)(D)-19/OT-4/031047

**CHIEF MINISTER'S OFFICE
PUNJAB**

Dated Lahore the, 11th November, 2019

**TOP PRIORITY
IMMEDIATE**

1395-D
12/11/19

14/12
14/11/19

Subject: **SOPs FOR THE PRESENTATIONS TO THE CHIEF MINISTER**

Chief Minister has observed that majority of the presentations, made before him by various departments, are unstructured, wherein less focus is placed on impending issues, proposed option / suggestions with financial / legal implication and decisions requested from Chief Minister. He has, therefore, directed that, in future, before giving him presentations, following SOPs shall be ensured:

DS (ESTAB.)
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SO (E-1)
SO (E-2)
SO (E-3)
SO (CM-1) ✓
SO (A&B)
Others

- i. Presentation(s) must be comprehensive, contain suitable recommendations / proposals alongwith financial implications where decisions are required from the Chief Minister (It may consist of maximum 10-15 slides)
- ii. Concerned Department shall resolve its pending development issues with P&D Department, financial issues with Finance Department, legal issues with Law Department and administrative issues with the office of Chief Secretary, Punjab prior to making presentations to the Chief Minister
- iii. Presentation to the Chief Minister should be focused on KPIs, measures taken to achieve those KPIs, besides flagging unresolved issues of the departments requiring decision of Chief Minister

Chairman P&D
Finance Secy
Secy - Law
Secy - I & C
AS(G) / Pso

Further necessary action may please be taken, accordingly.

(TAHIR KHURSHID)
Principal Secretary to Chief Minister
Punjab

CHIEF SECRETARY, PUNJAB

1. Secretary (I&C), S&GAD.
2. All Additional / Deputy Secretaries, CMO, for ensuring compliance of the above said SOPs.
3. PS to Secretary to Chief Minister (Coordination), CMO.

AT(A) PC:
DSCA
DSCA